United Nations ST/IC/2001/41

Secretariat

13 June 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2001 competitive examinations for Spanish-language translators/ précis-writers, editors and verbatim reporters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998, one or more of the following competitive examinations which will take place in 2001:

(a) The competitive examination for Spanish-language translators/précis-writers;

(b) The competitive examination for Spanish-language editors;

(c) The competitive examination for Spanish-language verbatim reporters.

2. The competitive examinations for Spanish-language translators/précis-writers, editors and verbatim reporters will be held, respectively, on 8, 9 and 10 October 2001 in New York, Geneva, Vienna, Madrid, Santiago and other locations according to the number and location of qualified candidates convoked for the examinations. The purpose of these examinations is to establish the rosters from which present and future vacancies for Spanish-language translators/précis-writers, editors or verbatim reporters will be filled. When vacancies occur in a service, successful candidates will be recruited from the roster for that service in overall ranking order, subject to the requirements of the service in terms of expertise and language combinations.

3. The examinations are open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered external candidates for the purpose of these examinations. Such candidates, if successful, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful in an examination and are selected for inclusion in the respective roster will be assigned to fill vacancies

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for Spanish-language translators/précis-writers, editors or verbatim reporters as they occur in the language services in New York, Vienna, Geneva, Nairobi and Santiago. Assignments are subject to rotation and successful candidates may thereafter be called upon to serve at other duty stations in Africa, Europe, Latin America/Caribbean or at Headquarters according to the needs of the Organization. Successful candidates are expected to serve a **minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 12 to 16 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Spanish as their main language;[1]

(b) Have a perfect command of Spanish and an excellent knowledge of English and at least one of the other official languages of the United Nations (Arabic, Chinese, French or Russian). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application either a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Spanish is the language of instruction or hold a university degree from a school of translation.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Spanish, in addition to five years of continuous service with the Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their applications. **The Board's decisions are final**.

7. The written examination for translators/précis-writers will consist of:

(a) Translation into Spanish of a general text in English (two and a half hours, morning of 8 October 2001). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

(b) Translation into Spanish of one text chosen by the candidates from a total of four texts, one in each of the official United Nations languages other than Spanish and English (one and a half hours, morning of 8 October 2001);

(c) Summary in Spanish of a text in English (one and a half hours, afternoon of 8 October 2001);

(d) Translation into Spanish of one English text, to be chosen by the candidate from a total of three specialized texts (economic, legal, scientific/ technical) (one and a half hours, afternoon of 8 October 2001).

8. The written examination for editors will consist of:

(a) Editing of a general text in Spanish (two hours, morning of 9 October 2001). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) Editing of a text in Spanish following a text edited in English (one and a half hours, morning of 9 October 2001);

(c) Translation into Spanish of one text chosen by the candidates from a total of four texts, one in each of the official United Nations languages other than Spanish and English (one and a half hours, afternoon of 9 October 2001);

(d) Summary of a Spanish text (one and a half hours, afternoon of 9 October 2001).

9. The written examination for verbatim reporters will consist of:

(a) Editing of a Spanish text, bringing it into line with the original English version (two hours, morning of 10 October 2001);

(b) Editing of a Spanish text, bringing it into line with the original French or Russian version (one hour, morning of 10 October 2001);

(c) Editing of a Spanish text, making all necessary logical and stylistic corrections (two hours, afternoon of 10 October 2001).

10. The use of a dictionary or any other reference material will **not** be permitted during the examinations. Similarly, candidates may not use personal computers to prepare their papers.

11. On the basis of the results of each written examination, the Board of Examiners will invite selected candidates to an interview. The Board will interview each candidate to assess personal qualities. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will automatically be offered an assignment.

12. On the basis of the overall results of each examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the respective roster. All candidates admitted to each examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores/results. When vacancies occur in a service, successful candidates will be recruited from the respective roster in overall ranking order, subject to the requirements of the service in terms of expertise and language combinations. Candidates appointed to a function who have been successful in more than one examination will be eligible to transfer

at a later stage to a different function for which they have also passed the examination.

13. Staff members selected to fill vacancies will be assigned as Spanish-language translators/précis-writers, editors or verbatim reporters for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. During the trial period, following on-the-job training if necessary, successful candidates who are recruited as translators/précis-writers should be prepared to use a computer workstation and to operate a Dictaphone. In order to be confirmed as editors or as verbatim reporters, successful candidates will need to have word-processing skills or to acquire them following on-the-job training during the two-year trial period.

14. Successful candidates assigned directly to duty stations away from Headquarters will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

15. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirement of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

16. In accordance with the needs of the service/sections, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

17. Staff members applying for the examination should complete the attached form and submit it, **no later than 3 August 2001**, to:

2001 Competitive Examinations for Spanish-language Translators/Précis-Writers, Editors and Verbatim Reporters
Examinations and Tests Section
Specialist Services Division
Office for Human Resources Management
Room S-2575-E
United Nations Secretariat
New York, N.Y. 10017
U.S.A.
Fax No.: (1-212) 963-3683

Applications received after the above deadline will not be considered.

18. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Examinations and Tests Section through the chief administrative officer or director of the United Nations Information Centre of their respective duty stations by 3 August 2001, the deadline for receipt of applications in the Examinations and Tests Section, Office of Human Resources Management.

Application[a]

2001 competitive examinations for Spanish-language translators/ précis-writers, editors and verbatim reporters

Index No.[b] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office[c] _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s) _____

What is your main language?[d] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages[e]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications

Name of institution[f] (include place and country)	*Language of instruction*	*Attended (month/year)*		*Degree or equivalent[f]*	*Main field of study*
		From	*To*		

D. Secondary school qualifications

Name of institution[f] (include place and country)	*Language of instruction*	*Attended (month/year)*		*Certificate or equivalent[f]*	*Main field of study*
		From	*To*		

E. Describe work experience (giving dates and length of time) in translation/précis-writing, editing, verbatim reporting or related fields, if any.

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F. Please indicate the examination(s) for which you are applying. Your application will not be considered if this part of the application is not completed.

☐ (a) The competitive examination for Spanish-language translators/ précis-writers;

☐ (b) The competitive examination for Spanish-language editors;

☐ (c) The competitive examination for Spanish-language verbatim reporters.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

I have read information circular ST/IC/2001/41 and I understand that, if I am successful in the 2001 competitive examinations for Spanish-language translators/précis-writers, editors and verbatim reporters and recommended for inclusion in the roster, my assignment as a Spanish-language translator/précis-writer, editor or verbatim reporter will be subject to my acceptance of the conditions of service indicated in paragraphs 12 to 16 of that circular.

Date _____ Signature _____

Notes

[a] Staff members applying for this examination **must complete this application form**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications from establishments at which Spanish is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless the staff member was convoked for the G-to-P examination for promotion to the Professional category or for another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member for completion and resubmission **by the deadline for receipt of applications** to the Examinations and Tests Section, Office of Human Resources Management. In this connection, staff members are informed that extensions for receipt of applications in the Examinations and Tests Section will **not** be granted. Therefore, staff members are advised to submit their applications on time.

[b] Normally appears on your grounds pass, monthly salary statement and P.5 personnel action forms. If not, please contact your personnel officer to obtain your number.

[c] Staff members should indicate the department or office to which they are currently assigned, e.g., DGAACS, OCS, ECE, UNCTAD, UNOG, UNOV or other (please specify).

[d] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

[e] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (b) above.

[f] Give exact name and title in original language. Do not translate or equate.